A further date is arranged and if no attendance, referral is made to a disciplinary hearing. 2 attempts should be made to invite to attend hearing. If non attendance, then hearing may go ahead in absence of employee.

Manager writes to the employee again to note that due to further lack of contact or attendance at work, the employee is now being invited to attend an investigatory hearing to respond to the allegation relating to employee’s failure to attend work. [Letter 2](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/attendance-management-policy-procedure-overview/attendance-management-tools-templates/)

Investigation undertaken and further action considered in line with the [Disciplinary policy.](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/disciplinary-policy-procedure-overview/)

Employee attends investigatory hearing?

Manager writes to employee noting their unauthorised absence and asking them to contact them as soon as possible and by set date. They will be notified that pay may be withheld if there is no contact. [Letter 1](http://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/attendance-management-policy-procedure-overview/attendance-management-tools-templates/)

Manager ascertains rationale for unauthorised absence and determines whether or not further action is required.

Employee makes contact with the Manager

Member of staff fails to present for work on a designated work day.

Manager attempts to contact the employee by telephone on a couple of occasions during that day. If next of kin is know, contact should also be attempted with them. Managers have a duty of care to pursue and may visit their home or contact the police as appropriate.

Investigation undertaken and further action considered in line with the Disciplinary policy.

A further date is arranged and if no attendance, referral is made to disciplinary hearing.

Employee attends investigatory hearing?